EHRP Alert #3--Change in Processing ZZZ Remarks

The Program Support Center (PSC) of the Department of Health and Human Services announced that a change was made for entering remarks into the EHRP system, specifically the ZZZ remark. The modification addresses formatting problems, overlapping remarks and duplicate remarks. In order for the ZZZ or other free-form remarks to print correctly, it is important to do the following:

➢ Enter them as if you are writing a sentence or paragraph as opposed to a bulleted list

➢ Do not hyphenate across lines. If a word is breaking, enter the full word on the next line

➢ Fill each line before moving onto the next one, even though it may be counterintuitive. For example, an address -- we want to enter it like it would appear on a label, but enter it on one line, separated by commas. SAMPLE: "Forwarding Address: 1234 Any Street, Rockville, MD 20852"

➢ Also, remember the ZZZ remark can only be entered once

➢ EXAMPLE 'ZZZ' REMARK: "Employee received copy of HHS Standards of Conduct. Admin Code HNA1111. TK # 22222. This action processed by DMA."

NOTE: Following these steps is critical to ensuring that the ZZZ Remarks print correctly.

Need Help?

Contact TASC by any of the following methods:

Phone: 6-EHRP (301 496-3477)
Email: TASC@nih.gov
Website: http://support.cit.nih.gov/

Need more information about EHRP?
Visit the NBRSS EHRP website at: http://nbrss.nih.gov/ehrp.html